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DIARY NOTES

25X1A

DD/S [REDACTED]

3 May 1962

1. Stan Grogan telephoned about a photographer, representing a cement company in Philadelphia, who wanted to take pictures of the new building. We agreed that this request should be turned down.

2. I met with the field recruiters for half an hour and discussed with them current organizational changes in the Agency.

25X1A9a

3. I arranged to have an Agency telephone extension installed in [REDACTED] quarters.

4. I approved in principle of moving those TSD elements now on the fourth floor of the South Building to R & S Building. I also authorized [REDACTED] to retain an additional 75 square feet for TSD in the R & S Building pending decisions on certain organizational changes.

25X1A9a

25X1A9a

5. I met with [REDACTED] and others to discuss the property accountability system on [REDACTED]. I decided to have two accountable officers and to leave the situation as it is wherein the stock records for communications equipment are maintained separately from the remainder of the [REDACTED] station. (I am sending a dispatch to the Chief of Station, [REDACTED] containing these instructions.)

25X1A6a

25X1A6a

6. Although General Carter has not signed the approval for [REDACTED]'s trip to [REDACTED], I authorized Emmett Echols to advance her the necessary funds. (This was cleared with Kirk.)

25X1A6a

25X1A9a

25X1A

7. Emmett Echols reported that Mrs. Davies of the White House Staff telephoned about [REDACTED] who is on the [REDACTED] list. I asked Emmett to prepare a one-page memorandum to the Director advising him of the White House interest.

8. I disapproved of Emmett Echols' request to use a picture of the headquarters building on the new brochure which is going out for recruitment purposes.

9. I told Larry Houston that I would authorize an additional slot in his office for a librarian but that he would have to fight with the Comptroller to get the money to pay for it.

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25X1A9a 10. Larry Houston discussed with me the request made by the Development Projects Division to adjust [REDACTED] salary retroactively. He thought that it was illegal, and I told him that I certainly did not want him to stretch it to make it legal.

25X1A 11. Larry Houston and Emmett Echols discussed with me the removal of five people from the DD/P [REDACTED] list without following proper procedures. I talked to Tom [REDACTED] about this. He didn't believe that they had made an error but certainly wanted to correct it if they had. (I have asked Emmett to get Larry Houston and [REDACTED] together to establish the facts and report back to me.)

25X1A 12. I discussed with Larry and Emmett the desire by DD/P to use a [REDACTED] employee [REDACTED] as an office manager for a legal project. While we did not reach a final decision, we all took a fairly dim view of this, and I asked Larry to look into it very thoroughly.

25X1A9a 13. We also discussed briefly the case of [REDACTED], who wants to retire but still be employed on a part-time basis at about the difference between his active and retired pay. We took a fairly dim view of this also, but I asked Larry to explore it further. 25X1A9a

25X1A9a 14. [REDACTED] and three office assistants from the Salary and Wage Division of the Office of Personnel briefed me for about two hours. [REDACTED] has some separate notes of my impressions.) 25X1A9a

25X1A6a 15. [REDACTED] reported that Dr. Tietjen could not give [REDACTED] the green light for the [REDACTED] assignment at this time and requested that we delay our decision until June. I told him that I would have to think this over and that I would let him know in a day or two. 25X1A9a

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16. Shef Edwards called to say that we would meet with General Carter at 3:30 p.m. on Wednesday, 9 May, to discuss the sensitive security cases. In this connection, he discussed with me briefly two cases of employees who have never committed any specific acts but who have admitted having certain characteristics which make them unsuitable for Agency employment. Since these cases involve somewhat senior employees who have been with the Agency for a number of years and other cases come up from time to time, Shef suggested that we have a Senior Panel to consider these cases. I told him that I thought this was a good suggestion and that we should discuss these two cases with General Carter and also make a proposal for such a Senior Panel, under my chairmanship, to review these cases in the future.

LKW:jas

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